

**CTWG CIVIL AIR PATROL  
STAFF MEETING MINUTES  
20 JUNE 2001**

The meeting was called to order by MAJ Palmer at 1940 hrs.

Pledge of Allegiance was recited and a prayer was read from the Civil Air Patrol Book of Prayer.

Roll Call by MAJ PALMER:

Attendance:

CTWG COMMANDER  
ADMINISTRATIVE ASST.  
VICE COMMANDER  
CHIEF OF STAFF, COMMUNICATIONS  
ASSISTANT/RAPID RESP  
AF/CAP CTWG LNCO  
MA/RI/CT LO  
USAFR (IMA)  
USAFR (WRC)  
CTWG AFEPL  
DIRECTOR OF CADET PROGRAMS  
DIRECTOR OF COMMUNICATIONS  
DIRECTOR OF INFOR. MGMT/COMM ASST.  
INFORMATION MGMT OFFICER  
RAPID RESPONSE ASSISTANT  
DIRECTOR OF COUNTERDRUG  
FINANCE OFFICER  
INSPECTOR GENERAL  
DIRECTOR OF SAFETY  
DIRECTOR OF OPERATIONS/EMER.SERVICES  
ES ADMIN. ASSISTANT  
ES ADMIN. ASSISTANT  
GROUND OPERATIONS COORDINATOR  
STAN/EVAL OFFICER & SAFETY ASSISTANT  
DIRECTOR OF PERSONNEL & ADMIN., DDR  
INTERNAL AEROSPACE OFFICER  
LEGAL OFFICER  
SUPPLY/TRANSPORTATION/REAL EST. OFF.  
SUPPLY ASSISTANT  
AIRCRAFT MAINTENANCE OFFICER  
HISTORIAN  
OPERATIONS TRAINING OFFICER  
EMERGENCY SERVICES ASSISTANT  
DIRECTOR OF SR PROG & PLANS & PROG  
PUBLIC AFFAIRS OFFICER

COL PAYNE  
MS. LEONE  
MAJ OSBORN  
MAJ PALMER  
  
MSGT LARA, SR. (ON LEAVE)  
LTC ISABELLE (NP)  
MAJ CASSELLA (NP)  
MAJ FURR  
LTC OLMSTED (NP)  
MAJ MARTEKA  
CAPT VALLEAU  
MAJ WROBEL (EX)  
CAPT SCHINITIS  
1LT GRAVES (NP)  
MAJ OPINSKI (NP)  
CAPT GRAY (EX)  
LTC MCDONOUGH (NP)  
LTC ROGERS  
MAJ CARROLL  
CAPT CARROLL  
LTC O'HARA  
1LT SLEDGE  
CAPT HOLLIS  
MAJ S. SCHINDLER (NP)  
1LT SCHINDLER  
CAPT STEADMAN (NP)  
LTC BRIGNOLA (EX)  
LTC MYLCHREEST (NP)  
CAPT WRIGHT  
LTC HORNER  
CAPT SHAPIRO (EX)  
CAPT FLETCHER  
MAJ L. SCHINDLER  
1LT PIENKOSZ

(NP) – Not Present (REP) – Representative (EX) – Excused

### **MAJ PALMER:**

- Your uniforms are looking good! Please check your uniform before you go out, especially when visiting a squadron. We set the example!
- 11 Jul 01 – Joint Commanders' Call/Staff Meeting
- Thank you for all the work you are doing, keep it up and be safe!

### **MAJ OSBORN:**

- Please remind your cadets to use the proper equipment and stress safety when participating in sports. A CTWG cadet recently lost the lens of an eye while participating in a paintball activity. He had taken the headgear off because it became fogged and was hit in the eye.
- At Commanders Call I briefed everyone on child abductions – please brief your children and all cadets on the dangers of strangers who approach them. Make noise, create a disturbance and get away safely.

### **COL PAYNE:**

- Welcome to MAJ Furr. He will be representing MSgt Lara this evening as MSgt Lara is on leave.
- LTC Hervey is at The Village at South Farms and would be happy to have visitors. If you need directions, please see Jeanne.
- 26-28 Oct 01 - NER Conference – Mt. Laurel, NJ
- We have \$24 left in our training budget. MSgt Lara has asked that you submit to me an estimate of what funds you are going to need for July and August. In order to receive additional funds from Region, we must have your estimates!
- Check ride 5/91 week is now budgeted for \$600, not the original \$1,100.
- 23 Jun 01 – 1300 Hrs. - Stratford Eagles Annual Picnic – Everyone is welcome – bring your favorite dish! Stratford Eagles will be presented with the National Squadron of Merit Award that day.
- Mr. Blake, Internal Control and Assistance Monitor from National, visited last week and informed us that National will be supplying radios to CTWG and squadrons.
- Our request for reimbursement of the video modem/cables has been approved by OEM.
- Because of all the changes in regulations, mission kits are difficult to put together at this point. Please be patient – new forms will be forthcoming.
- I tuned in to CPTV's Pledge Night and saw our members at work. You represented CAP very well, and I am very proud of you.
- The Red Cross's shelter went on longer than anticipated since many of the people housed there had to look for their own housing and it took longer than expected. The Salvation Army gradually closed areas of the shelter in order to

give them an incentive to find housing. Thank you to all who participated in this effort.

- Be safe, thank you for all your efforts and keep up the good work!

#### **MAJ FURR:**

- A few notes from MSGT Lara:
  - You are training as a team and are doing very well – keep up the good work.
  - Continue to support your local, state and DOD activities.
  - Stay on top of your reimbursements!
  - Aircraft Maintenance – stay on top of this – MAJ Cassella will be checking on this.
  - Keep all listings current - check pilots, O flight pilots, FRO's etc.,
- I have two new Reserve Assistance NCO's and we will be visiting all the squadrons.
- National is coming down with some changes – keep an open mind.
- Last weekend's exercise went very well. The planes didn't fly but they had other scenarios in place - good work!
- If we make suggestions and you don't like it, let us know. If you would like more documentation on something, please advise us.
- **BE SAFE IN AIR AND ON GROUND!**

#### **1LT SCHINDLER:**

- If you know of anyone who is interested in a Yeager course, please let me know as we are in the process of setting up a date.
- I will be speaking with MAJ Marteka about a Cadet AE Conference and possibly having an astronaut, fighter pilot, etc. attend to infuse some enthusiasm in our cadets.

#### **MAJ MARTEKA:**

- CAC Meeting was held in June and minutes of it are out.
- I am looking into Hawk Mountain information.
- 14 July 01 – Color Guard Leadership School – location has not been decided as yet.
- 14 July 01 – Color Guard

#### **CAPT CARROLL:**

- If any directors would like to have cadets work with them here at Wing for the next six months to a year, please contact MAJ Marteka or myself. We are working on a cadet training program – performing projects, etc., and hopefully they will then bring their experience back to their squadrons.

**CAPT VALLEAU:**

- 30 June 01 – Comm Ex 2001- CTWG HQ – 0900-1600 hrs.
- State Tower project is underway at Mohawk Mountain. Hopefully it will be completed shortly and we will gain another 150ft. from our antenna at Mohawk.

**LTC HORNER:**

- Hopefully, my report will be in to National by the end of the month, however, my computer is down and I am in the processing of having it fixed.

**LTC ROGERS:**

- Memo has gone out to all squadrons regarding the fact that the speed limit of 15mph here on the CVH campus is being strictly enforced.
- We are in the 101 Critical Days of Summer – Safety
- CL&P has a reminder out about safety during the summer months – it is posted on the Safety Bulletin Board – check it out!
- I will be out of state 11-14 Jul 01.
- Please use safety precautions while participating in activities such as “paintball”.
- Play Safe, Fly Safe, Drive Safe

**1LT PIENKOSZ:**

- Thank you to everyone who participated in the CPTV Pledge Nights. General Newton, former Thunderbird pilot, and a former ground crew member were there.
- Please submit updates of your departments to me for the web page. We must keep our web page current.

**MAJ L. SCHINDLER:**

- Plans & Programs
  - 2002 Conference Committee had its first organizational meeting last week. Conference will be held 26/27 April 2002 tentatively. We will be looking at hotels over the next month. Our next meeting will be held 25 July 01.
- Senior Training –
  - Thank you to MAJ S. Schindler, MAJ Marteka, MAJ Wrobel and 1LT Pienkosz who assisted in the SLS and CLC this month. It was a great success. We graduated approximately 20 persons from the two schools – four from New York.

- We are looking at dates in November to hold another SLS/CLC.
- Encampment –
  - 7 Jul 01 – Senior Staff meeting at CTWG HQ.
  - Cadet Staff Development Day will be set up at a later date – possibly the end of July.

#### **MAJ CARROLL:**

- We have been working with the American Red Cross manning their shelter in Hartford for the last few weeks. Thank you to CAPT Shapiro and his team for their assistance in this effort.
- Last weekend's exercise will continue with flying this week.
- CAPR 60-3 and 4 – please check them out and if you have any questions, let me know. This must be implemented shortly.
  - There will be a total change in ES qualifications – how to qualify and who will qualify us, etc.
  - Only a few CAP forms are going to be kept in the flying area. Everything else will be changed – this is all described in CAPR 60-4.
- CAPT Wright is now the Aircraft Maintenance Manager. He is in charge of securing four people – one to manage each of the aircraft.
  - Memo will be forthcoming outlining the procedures, who is in charge of what and the format to follow so that pilots and squadron commanders will be informed.

#### **CAPT WRIGHT:**

- Thank you to MAJ Marteka for the pictures pinpointing problems with the aircraft.
- Pictures of two of the four aircraft are being submitted to COL Payne this evening and pictures of the other two aircraft will be received shortly and will be transmitted to COL Payne this week.
- MAJ Carroll and I will be putting together records on all aircraft.
- N9573X is down at this time.

#### **CAPT HOLLIS:**

- 25 Jul 01 – Safety Stand Down Day – alternate day 8 Aug 01. Agenda to follow.
- July – anticipated start of No-Notice Inspections

#### **PRESENTATION OF CERTIFICATE:**

- MAJ Furr was presented with a Certificate of Appreciation for his outstanding assistance to CAP by COL Payne. The support we get from MAJ Furr and the

rest of the Air Force staff is more than outstanding and has been a great experience for us.

- COL Payne presented LTC Horner with a Certificate of Accomplishment this evening for his 53 years in CAP. LTC Horner was also given a plaque at the CTWG Conference for his 53 years of membership in CAP.

With nothing further to come before the meeting, it was adjourned at 2020 hrs.

Respectfully submitted,

//signed//

Jeanne Leone  
Administrative Assistant

Cc: CTWG Staff & Squadrons